

# **GCLM User Group**

## **Meeting Notes**

**June 7, 2006**

**Attendees:** Beam, Doug (OFM); Castro, Rick (OFM); Hanson, John (CTED); Hontanosas, Del (CTED); McAuliffe, Kreighan (ECY); Stewart, Debbie (ECY); Zeiler, Gary (ECY)

**OFM Web Site:** <http://www.ofm.wa.gov/accounting/grants/default.asp>

**Next Meeting:** Wednesday, June 21, 3:00 pm – 5:00 pm, Point Plaza West 2<sup>nd</sup> Floor Large Conference Room

### **Meeting Agenda for June 14, 2006:**

Approve June 7, 2006 Meeting Minutes

Work Plan review

Answer Questions 3 thru 6 in Glossary of Terms and Definitions

RFI Request for Demonstration letter, Vendor Response sheet(s), and Questionnaire

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### **Notes from June 7, 2006 Meeting**

1. Approved May 31, 2006 Meeting Notes.
2. Project Ground Rules;
  - a. Document Review procedure 1) Person distributing a document that requires involvement of other agency personnel should adjust the return date accordingly. If reviewers are unable to meet the two day turn around review period, they must request a reasonable extension at the time the document is distributed.
  - b. Document Management: Enter the updated date / time on all documents. When the document is completed add the word "Final". The web site must have the latest document Version and date / time.
  - c. Time tracking: The codes are for OFM.
3. Business Analyst Status
  - a. ECY has completed a draft of the Management Analyst position description and sent it to HR on 6/5.
  - b. ECY intends to fill this position by 6/15 internally.
  - c. CTED intends to have Del fulfill these duties, for now. The earliest assignment would be 7/16.
4. Work Plan review / update
  - a. Under Kick-Off Meeting enter a presentation line item for each agency.
  - b. Under RFI Document clarify line items.
5. Kick-off meeting planning
  - a. Power Point Project Team slide add the Business Leads
  - b. Power Point Project Status slide:
    - i. Include in the Roadmap Initiative the work and validation done and that this work is being used
    - ii. Keep Project History short. The focus is looking forward.
  - c. CTED pre-briefing meeting is June 16 from 1:00 pm to 1:30 pm in the CTED Raad Building - 5th floor conference room from.
  - d. CTED kick-off meeting is June 21 from 1:00 pm to 2:30 pm as part of the Contracts Excellence Work Group meeting.
  - e. ECY pre-briefing meeting is June 14 from 2:45 pm to 3:00 pm in the Pt Plaza West 2<sup>nd</sup> floor large conference room.
  - f. ECY kick-off meeting is June 22 from 8:30 am to 9:00 am in the auditorium section, R0A-34
6. RFI Request for Demonstration Letter and Questionnaire
  - a. Group decided on these changes to the Demonstration Letter:
    - i. A vendor interested in participating in the RFI project is to complete and return a product evaluation sheet(s) that contains listed questions.

- ii. Based on an evaluation of the returned responses a subset of vendors (maximum 6) will be selected for an on-site demonstration of their product.
  - iii. The product demonstration will confirm replies to the listed questions and also demonstrate additional specifications contained in the RFI questionnaire.
  - b. Group decided to send the Demonstration Letter, product evaluation sheets and RFI Questionnaire as a package to the vendors.
  - c. Group decided to advertise RFI project in the Daily Journal of Commerce, P.O. Box 11050, Seattle, WA 98111.
  - d. Group decided to send the RFI package to the Best-Of-Breed vendors listed on two sheets, except SAP and Oracle/PeopleSoft, for a total of 32 vendors.
7. Reviewed 6 questions in the Glossary of Terms and Definitions
- a. Question 1 – The Opportunity identifier and the Opportunity number are two different codes.
  - b. Question 2 – Yes the Agency Identifier is the three-digit agency code.
  - c. Questions 3 thru 6 require more research.

#### Action Items

Action	Assigned	Due Date
Prepare and distribute Vendor response sheets to use in selecting vendors for product demonstrations	Doug	6/10/2006
Distribute changes to RFI Request for Demonstration letter	Rick	6/10/2006
Review and comment on Vendor response sheets and Request for Demonstration letter.	Team	6/12/2006
Glossary of Terms and Definitions. Answer questions 3 thru 6.	Team	6/14/2006
Distribute new Product Charter	Doug	6/23/2006